

CITY OF ATLANTA
ADVERTISEMENT FOR REQUEST FOR PROPOSALS

ATTENTION INTERESTED PROPONENTS:

Your firm is hereby invited to submit to the City of Atlanta (the “City”), Department of Procurement (“DOP”), a proposal for **FC-7469, Automotive Body and Frame Repair**. The City’s DOP, on behalf of the Department of Public Works (“DPW”), is seeking proposals from qualified proponents to provide vehicle body and frame repairs for light, medium, and heavy duty vehicles. The Services will include providing inspection and body repair/painting estimates, reports on all damaged vehicles, repair of vehicles as authorized by the DPW and all associated activities as outlined in the scope of work section of the aforementioned solicitation document.

A **Pre-proposal Conference** will be held on **Thursday, June 25, 2015, at 11:00 a.m. EDT**, at the DOP’s Conference Room in Suite 1900. The purpose of the Pre-proposal Conference is to provide proponents with detailed information regarding the project and to address questions and concerns. There will be representatives from the DPW, the Office of Contract Compliance and Risk Management available at the conference to discuss this project and to answer any questions.

Proponents will be allowed to ask questions during the Pre-Proposal Conference. However, please note that oral answers to questions during the Pre-Proposal Conference on June 25, 2015, are **not** authoritative. The last date to submit questions in writing is **Friday, June 26, 2015, by noon EDT**. Questions may be sent via email to jewatkins@atlantaga.gov, or facsimile at 404-739-4683.

The City will **not** be hosting a site visit. If for any reason Proponents identify a need to view the City’s Fleet Services, each Proponent is responsible for contacting Ms. Jill Watkins to schedule an appointment at (404) 865-8703. Please note, that oral answers to questions during any scheduled site visit are not authoritative.

Your response to this Request for Proposals (“RFP”) will be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303, **no later than 2:00 p.m. EDT, on Wednesday, July 8, 2015**.

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.****

Proponents’ names will be publicly read at 2:01 p.m. on the respective due date at 55 Trinity Avenue, S.W., City Hall South, Suite 1900, Atlanta, Georgia 30303.

This Proposal is being made available by electronic means. If accepted by such means, then the Proponent acknowledges and accepts full responsibility to insure that no changes are made to the Proposal. In the event of conflict between a version of the Proposal in the Proponent’s possession and the version maintained by DOP, the version maintained by the DOP shall govern.

You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Ms. Jill Watkins, Contracting Officer, at jewatkins@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.

The proposal document may also be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of **\$75.00** per package, as of Tuesday, June 16, 2015, between the hours of 8:15 a.m. to 5:00 p.m. Payment for the documents represents production cost; therefore, payment is non-refundable.

If you have any questions regarding this project, please contact **Ms. Jill Watkins, Contracting Officer**, at (404) 865-8703, or by email at jewatkins@atlantaga.gov. Any questions regarding the procedures for purchasing a copy of the document or obtaining a copy of the Plan Holder’s List should be directed to the Plan Room at (404) 330-6204.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.